

Courier Classifieds Mansfield's Marketplace

EMPLOYMENT



Executive Assistant Permanent Full time – Band 5 \$65,000 per annum

Are your organisational skills your superpower? Are you a role model for customer service? Do you love anticipating and resolving problems for others?

If so, we're looking for someone like you to join Council as Executive Assistant to our three Directors. Working alongside the Executive Assistance to the CEO and Councillors, this role is an important cog in helping the organisation run smoothly. You will provide support for a range of sometimes sensitive communications, correspondence and projects in an efficient and confidential manner. You will be able to resolve issues independently and make process improvements to improve workflow. An understanding of local government is highly regarded but not essential.

For more information about the role, please download the job description at www.murrindindi.vic.au/jobs or call Tammy Fallon on 5772 0333.

Applications should be addressed to Shivaun Brown, Director Community Engagement. Please be sure to address the selection criteria, listed in the job description, in your application.

You can submit your application and any accompanying attachments:

- online (you will receive an email notification confirming your submission)
- by email to misc@murrindindi.vic.gov.au

Applications close: 15 March 2019.

EMPLOYMENT

MERCHANDISE SALES - MANSFIELD

Corcoran Parker Livestock, Rural Property and Rural Supply Agents are seeking a Fulltime Merchandise Sales/Store Assistant at our Mansfield Branch.

An exciting opportunity exists to join a dynamic business within the rural industry. Main requirements of this varied position include assisting Merchandise staff in store with retail sales, clerical assistance, store work, and deliveries. The successful candidate would see this as a stepping stone to a career in the rural industry and will possess the following:

- Commitment to value-add for our clients with exceptional customer service.
- Have a flexible can-do attitude and a commitment to make a positive contribution to the existing Corcoran Parker team.
- Have sound written and verbal communication and be computer literate.
- Hold a current driver's license.

An attractive remuneration package will be negotiated with the successful applicant dependent on their experience and qualifications.

Applicants should email their application including current CV by close of business Tuesday 19th March to kim@corcoranparker.com.au.

For further information please contact Daniel Craddock on 0417 522 946.



Ranger

As a Ranger you'll carry out the day to day operations and services across our parks, and contribute to their success!
Share your knowledge about your local area and provide a great experience

- Be a part of an Innovative, world-class parks service
- Ongoing Part Time role located in Mansfield

About the branch

The Regional Victoria Division is responsible for the service delivery of initiatives, programs and services. On-ground works and services will conserve environments, protect culture and heritage, manage visitor facilities and improve opportunities and support fire and emergency management. The Regional resources will support environmental, social and economic outcomes for rural, regional and urban communities. Service delivery is managed and delivered within the demands of the Divisional Action Plan and the requirements of the Division's State-wide fire and emergency role and in partnership with community and government agencies.

About the role and your responsibilities:

As a Ranger you will plan for, and deliver, in park services as directed by the Manager to enable efficient and effective delivery at a district level in accordance with the Regional Action Plan. You will undertake activities requiring a level of environmental and service expertise and the position will be accountable for personal performance, providing support to the conservation of Victoria's special places. You will also be an adaptable and flexible individual delivering 'on the ground' service requirements and ensuring superior park management services are achieved on a continual basis.

To be successful for this role you will need:

- Certificate or Diploma in Environmental Science, Natural Resource Management and/or equivalent experience in a similar field.
- Demonstrated experience in self-management and supervisory skills.
- Demonstrated experience in customer service, communication and interpersonal skills.

Your application must include:

- Your current Resumé
- A cover letter addressing the Key Selection Criteria (KSC) as outlined in the position description.

Join our innovative organisation and enjoy what you do, **apply today!**

Application Closing date: Sunday 17 March 2019

Parks Victoria requires all prospective employees to undergo a National Police Record Check prior to commencing employment.

At Parks Victoria, we recognise that diversity and inclusion are central to being a modern, high-performing sustainable organisation that can deliver our strategic vision to be a "world class parks service ensuring healthy parks for healthy people."

More information
Phone 13 1963
www.parks.vic.gov.au



VG7214



REGISTERED and ENROLLED NURSES BUCKLAND HOUSE NURSING HOME Permanent, part-time

Mansfield District Hospital is currently seeking to recruit Registered and Enrolled Nurses to be part of our team of skilled nursing staff providing innovative and dedicated care.

As part of the committed staff in Buckland House, you will play a major role in ensuring the high level of service delivery is continued. You should possess excellent interpersonal skills with an ability to relate to staff, residents, relatives/carers and other health care providers.

Successful candidates will be well supported by the Nurse Unit Manager, Clinical Support Nurses and an experienced team.

Full details are outlined in the Position Descriptions. Further information and employment application documents are available online at <http://mdh.org.au/position-vacancies/> or from Hospital Reception. **Applications close by 5.00pm on the 8 February 2019.**

Mansfield District Hospital is fully accredited across all services, committed to Equal Employment Opportunity and the principles of diversity in recruitment. Employment is underpinned by merit-based selection and successful applicants are expected to model the MDH Values and Expected Behaviours and abide by the Code of Conduct. Commencement is subject to a successful MDH Police Check and provision of an employee Working with Children Check.



WORKFORCE DEVELOPMENT PROJECT

Agriculture/Horticulture Industry-Education Liaison Role – Expression of Interest OPEN

2019 has commenced with great enthusiasm and the project is now looking for someone to fill the third role in the **industry-education liaison team** – are you interested?

The PD is available here
<https://www.nellen.org.au/projects/workforce-development-project/>
and contact the Project Manager, **Norm Madden**, for further information – **0408 319 591**.

EOIs will be welcome up until **Sunday 31 March**.



EMPLOYMENT



Mansfield Primary School

Prep Teacher (Maternity Leave position)

Commence 8th May

Full time

Please apply online

DET Recruitment Online by:

Thursday 21st March

Contact Julie McInnes Ph: 5775 2325



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